

28 March 1974

On 2 July 1973 the DDM&S established a Management and Services Advisory Group, composed of young officers from each of the Offices in the Directorate and the MG Career Service, to identify and study problems in the Directorate and discuss them informally with top management. As he described it in a recent meeting with the DDM&S Office Heads: e.g.

("The group has no formal production responsibility, nor is it intended to replace existing formal command channels. But it does give me a chance to hear informally what is on people's minds. I meet with the group at least once a month, or more often if they have something they want to say to me, and we talk candidly. I don't look to the MSAG to provide answers, but to raise questions. I have put all of the resources of the Directorate at their disposal and would like you to give them whatever help they need. I have taken the efforts of this group seriously; and I would like to use it as a means for anyone in the Directorate to communicate his ideas to the DDM&S.")

The purpose of this notice is to give you the opportunity to take Mr. Brownman up on his offer to consider issues you would like to raise with him. If you have a topic that you feel should be discussed, or an issue besides a personal grievance that you feel should be resolved, put it down in the space provided below and mail it to Executive Officer/MSAG, Room 7D26, or contact the MSAG representative in your Office. Currently, the MSAG consists of the following people:

	<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>
	Training		426 C of C	2381
25X1A	Medical Services		706 C of C	3247
	"MG" Career Service		5B2828 Hqs.	4158
	Communications		2D0109 Hqs.	6731

25X1A

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>
Finance		615 Key	2967
Joint Computer			
Support		1D1601 Hqs.	4465
Logistics		1104 Ames	3173
Personnel		1N701	2011
Security		 4E27 Hqs.	5365

25X1A

.....  
TO: Executive Officer/MSAG

28 March 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Publicizing of Promotions and QSI's

1. The MSAG has been asked "Why promotions and QSI's are whispering campaigns in most of the Agency?" We are aware that several of the DD/M&S offices publish promotion lists and believe this policy should be consistent throughout the Directorate. People are motivated by seeing their name in print and being complimented by their fellow workers for their accomplishments. Publication of promotion lists will also eliminate the embarrassment caused some employees by the "rumor mill" when congratulations are extended to an employee who has not been promoted. Some employees may not wish to have their promotions publicized, but since anyone's grade can be established through several channels in the Agency, this does not seem to be a valid complaint.

2. Based on the above, MSAG suggests that consideration be given to publishing promotion and QSI lists within the DDM&S, which we feel is in keeping with the Agency's general desire to recognize employee's achievements.

The Management and Services  
Advisory Group

28 March 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Used Book Sale

The Management and Services Advisory Group recommends that the possibility of establishing a "Book Bazaar" as part of the Employee Activities Association service be explored. This book bazaar could serve at least two purposes as outlined in the following paragraphs.

1. The central funding of the Agency's Off-Campus Program by OTR has made it much easier for employees to participate in the University of Virginia program. Since the cost of new text books is in some instances relatively high, interest has been expressed by several employees in buying used text books for their courses. Books could be accepted by the EAA on consignment several weeks prior to each semester's registration period and sold for lower than the costs of new books. Books not sold by the week following the beginning of classes would be returned to the owners.

2. The second purpose of such a bazaar would be assist people going overseas in divesting themselves of excess books which they no longer need but which might be of use and interest to others.

The Management and Services  
Advisory Group

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030072-7

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Redundancy and/or Excessive Distribution of  
Computer Printouts

1. The Management and Services Advisory Group recommends that users of computer printouts verify their need for computer runs to insure their requirements on OJCS are still valid.
2. Due to the increasing cost and shortage of paper used in computer printouts, an area for savings is the elimination of unnecessary printouts and a reduction in copies of each printout. The problem of redundancy results from changing requirements which may never be reported to OJCS. Since some offices do not have a formal review mechanism to determine the currentness of their requirements, OJCS may not be informed of the redundancy of a report.
3. To get users to think about their responsibilities in this area, we suggest:
  - a. The DDM&S should publicize the importance of eliminating waste in this area.
  - b. OJCS should be tasked with producing a semiannual listing of computer printouts for review by the user offices.

The Management and Services  
Advisory Group

Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030072-7

~~ADMINISTRATIVE-INTERNAL USE ONLY~~